



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

#019

Date: May 7, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER**

**SUBJECT: INFORMATION MANAGEMENT ASSISTANT**

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Information Management Assistant

**POSITION OPEN TO:** U.S. Citizen Eligible Family Members ONLY–  
All Agencies (see definition on the second page)

**POSITION SCHEDULE:** FULL-TIME

**GRADE LEVEL:** FP-06 \* (full performance level)

**OFFICE LOCATION:** Information Resource Management (IRM Office)

**OPENING DATE:** Immediate

**DEADLINE:** May 21, 2014 at 6 P.M. Kyiv Time

*\*FP-06 is subject for confirmation by HR/EUR bureau in Washington DC*

## **DEFINITIONS:**

***U.S. Citizen Eligible Family Member (USEFM) is:***

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
  - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

## **BASIC FUNCTION OF POSITION:**

Incumbent serves as a member of the Information Resource Management (IRM) Section and is assigned to the Information Program Center (IPC) at American Embassy Kyiv. The incumbent is responsible for all aspects of the classified diplomatic pouch operations and serves as primary embassy courier escort. The IMA performs basic computer system administrator duties in the IPC.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **➤ Classified Diplomatic Pouch Administrator/Courier Escort (CE) 50%**

The IMA is responsible for the repair, maintenance, physical security and safety of all classified pouch supplies. The IMA advises clients on classified pouch operations as well as is the main voice when it comes to replacement purchasing decisions for mail and pouch equipment. Additionally the IMA may use his/her judgment to change supply levels as need. As the Classified Pouch Administrator the IMA is responsible for maintaining the Classified Pouch Control Database. This database contains over one million pouch records regarding incoming and outgoing pouch items. The IMA must record who signs for all pouch invoices; discrepancies in this information could lead to inability to locate classified items, which could result in a security violation. The IMA provides standard procedural advice regarding internal pouch methodologies. The IMA must know and provide an advanced/specialized level of advice on the procedural security of pouch operations.

➤ **IPC ILMS Coordinator Duties:**

**25%**

Serves as Integrated Logistics Management System (ILMS) Coordinator. The IMA is also solely responsible for the ILMS database, which is used to record the location and serial number of all classified equipment. This database contains over 4 million items and is restricted to those authorized to access this information. The IMA is responsible for the accuracy of this information and entrusted with the responsibility to secure the safety of this information. The incumbent is responsible for entering all data regarding new acquisitions and removing all information regarding disposed equipment. The incumbent will prepare documentation and package any defective classified equipment that should be returned to Washington. On an annual basis the incumbent works with the Washington ILMS office to reconcile the inventory. The IMA is responsible for all aspects of the Integrated Logistics Management System (ILMS).

➤ **IPC Information Management Duties:**

**25%**

The IMA works in the Information Program Center (IPC) and is responsible for performing basic first level technical support to the Embassy community. This includes installing software and configuring computers and printers or other hardware devices that require system administrative rights. The IMA has authority to create accounts, keep WebPass updated for e-Service tickets, and notifying the user if a cable has not been processed correctly in the State Messaging and Archive Retrieval Toolset (SMART). The IMA is responsible for recording all relevant IT assets in the DOS e-score database if asked by the ISO. The IMA also performs basic Information Systems Security related administrative tasks. These include but are not limited to: implementing the monthly ENET test, weekly radio test, and testing the Kiev IT contingency plan hardware. The incumbent also performs security escort duty for maintenance activity in Controlled Access Areas, including escorting the Locally Employed Staff (LES) telephone technician in the frame room. The IMA must be familiar with the internal workings and structure of the State Department and all USG agencies on a basic level.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:**

➤ At least two years of full time, post-secondary study at college or university is required. This could also include vocational college studies.

**WORK EXPERIENCE:**

➤ At least five (5) years of prior experience working in a customer-service administrative environment is required.

**POST ENTRY TRAINING:**

Standard training in computer field that might include the following courses:

MS Windows Operating System training  
PS800 Security Awareness Training-Mandatory  
IPC Diplomatic Pouch Procedures Training  
CompTia Network + Distance Learning Course

### **LANGUAGE PROFICIENCY:**

- Level IV (fluent) ability in English is required.

### **JOB KNOWLEDGE:**

- Experience with Microsoft Office is required. The jobholder must be able to quickly become familiar with relevant sections of the FAM and the FAH, instructions from Diplomatic Pouch and Mail (DPM) and the Diplomatic Courier Service (DCS). The job holder must be able to understand airport regulations and customs procedures in order to retrieve the pouch. The jobholder must know the Mission's organization and the essential functions of each section.

### **SKILLS AND ABILITIES:**

- Jobholder must be able to connect a computer workstation and replace essential elements of the computer, such as monitor, mouse and keyboard. S/he should also be a competent user of computer software, e.g. Microsoft Office programs.

The jobholder must possess good customer-service and excellent telephone skills. The jobholder must be able to keep accurate, detailed records.

The jobholder must have strong inter-personal and communication skills and should be capable of explaining simple procedures in writing or verbally.

The jobholder must be able to lift single items weighing up to 40 pounds.

### **HOW TO APPLY FOR THIS POSITION:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **May 21, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-5000](tel:521-5000).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

#### ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Top Secret (S) Clearance and Cryptographic Access clearance as determined by the Bureau of Diplomatic Security.**
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

CGaupo– IMO (by email)